

INSTRUCTIONS FOR GRADUANDS ATTENDING THE CONVOCATION 2025

1. **The Convocation for the students passed out in the Year 2025 will be held on Sunday, the 29th March 2026 at 9:30 A.M. at University Campus, Yamuna Expressway Gautam Budh Nagar.**
2. **The detailed Reporting Schedule programme for Convocation for Sunday, the 29th March 2026 is as follows: -**

VENUE FOR CONVOCATION:

Galgotias University Campus
 Plot No.2 Sector -17A
 Yamuna Expressway, Greater Noida

EVENT	TIME
Reporting Time	8:15 A.M.
Registration/ issue of Convocation Folder/Food Coupon and Collection & wearing of Gown/Cap	8:15 A.M. onwards
Entry into Convocation Hall and to be seated	10:00 A.M.
Convocation Briefing	10:15 A.M.

"Graduands are requested to confirm their participation by sending an email to convocation@galgotiasuniversity.edu.in."

Enclosures:

- **Information**
- **Instructions for students to be followed**
- **Contact details of Deans/HoDs for further assistance, if required**

INFORMATION

Please note:

Graduands will be issued their Convocation Registration Slip, Gown Slip and Food Coupons.

Venue of Convocation on 29th March 2026

Galgotias University, Uttar Pradesh
Plot No.2, Sector -17A, Yamuna Expressway, Greater
Noida Gautam Budh Nagar – 203201 (U.P.)

Dress for Graduands

Formal Dress will be worn for the function as indicated below:

- **Gents:** - Formal Dress Preferably White shirt & Brown Pant combination with a tie, shoes and socks
- **Ladies:** - Saree

Convocation Gowns/Caps

All the Graduands will be issued Gowns/Caps at the venue in the earmarked enclosure and they will wear throughout the function. A security of Rs. 1,000/- will be required to be deposited for hiring of Gowns/Caps, which will be refunded on return of the Gowns/Caps, after the Convocation.

Timing

Timing as per programme given above will be strictly adhered to by all the Graduands and their Guests.

In case reporting late, will not be permitted to attend the Convocation Ceremony

The Graduands once seated in the Convocation Hall will not be allowed to come out till the Convocation is over.

Discipline

Perfect discipline will be maintained commanding the sanctity of the function.

KINDLY NOTE

NO STUDENT SHALL BE PERMITTED TO MOVE FROM HIS/HER SEAT WHILE THE CONVOCATION CEREMONY IS IN PROGRESS. STUDENTS AND FACULTY SHALL LEAVE THE VENUE ONLY AFTER THE END OF THE CEREMONY AND AFTER THE CHIEF GUEST AND ACADEMIC PROCESSION HAS LEFT.

Complete silence is to be maintained while the ceremony is going on.

Refreshment

Graduands will get coupons for them and their Guests at the time of Registration and Refreshment Box will be collected after the Convocation Ceremony

Photography

Photography cabins will be put up outside the Convocation hall, where the Graduands can get themselves photographed, if they do wish.

INSTRUCTIONS FOR STUDENTS ON THE DAY OF CONVOCATION

DO'S	DONT'S
<ul style="list-style-type: none">• Students should be seated in the Convocation Hall on time• Students should maintain pin-drop silence in the Convocation Hall• Students should maintain discipline in the Convocation Hall• Students should be seated in the rows reserved for their school only• Students should maintain discipline in the University Campus• Refreshment coupons should be kept safely.• In case student has not registered for the convocation earlier, he/she may contact the Dean/HoD and submit the registration fee in the accounts department.	<ul style="list-style-type: none">• Students should not throw their Caps in the air in the Convocation Hall.• Students should not make any noise in the Convocation Hall.• No student should leave the Convocation Hall while the ceremony is in progress• Refreshment coupons shall be issued to the guests and registered students only.• There will be zero tolerance for any kind of indiscipline.

**YOU MAY CONTACT THE DEAN/HOD OF THE DEPARTMENTS FOR
FURTHER DETAILS OR ASSISTANCE REQUIRED, IF ANY**

S. No.	SCHOOL/ DEPARTMENT	NAME OF DEAN/HoD	MOBILE NO	EMAIL
1	School of Computer Science & Engineering	Prof.(Dr.)Harish Kumar GR	9867359046	dean.scse@galgotiasuniversity.edu.in
2	Department of Computer Science & Engineering	Dr. Abdul Aleem	8800218068	abdul.aleem@galgotiasuniversity.edu.in
3	Department of Artificial Intelligence and Machine Learning	Dr. Gaurav Agarwal	7011363441	gauravagarwal@galgotiasuniversity.edu.in
4	Department of Artificial Intelligence and Data Science	Dr. Saurabh Singh	9897380710	saurabh@galgotiasuniversity.edu.in
5	Department of Cyber Security	Dr. Ajeet Singh	9560393898	Ajeet.Singh@galgotiasuniversity.edu.in
6	School of Computer Applications & Technology	Dr. Vineeta Khemchandani	981898460	vineeta.khemchandani@galgotiasuniversity.edu.in
7	School of Business	Dr. V. Sasirekha	9940019336	dean.sob@galgotiasuniversity.edu.in
8	School of Allied Health Sciences	Dr. Shagun Agarwal	9910259583	shagun.agarwal@galgotiasuniversity.edu.in
9	School of Engineering	Dr. Sudhir Kumar Singh	9818547947	hod.sme@galgotiasuniversity.edu.in
10	Department of Civil Engineering	Dr. Deepak Soni	9896871533	hod.sce@@galgotiasuniversity.edu.in
11	Department of Electrical, Electronics & Communication Engineering	Dr Meenakshi Awasthi	9911871195	hod.seece@galgotiasuniversity.edu.in
12	School of Basic Sciences	Dr. Sanjeev Kumar	9999908675	dean.sbs@galgotiasuniversity.edu.in
13	School of Biosciences & Technology	Dr. Abhimanyu Jha	8285470873	dean.sbt@galgotiasuniversity.edu.in
14	Department of Life Sciences	Dr. Sarita Malik	9726786768	dean.sbls@galgotiasuniversity.edu.in
15	Department of Biotechnology & Bio-Engineering/Biomedical Sciences	Dr. Gaurav Kumar	8789369080	gauravkumar.sbme@galgotiasuniversity.edu.in
16	Department of Forensic Sciences	Dr. Prashant Agrawal	8375887095	prashant.agarwal@galgotiasuniversity.edu.in
17	School of Agriculture	Dr. Sahadeva Singh	9999641545	dean.soagri@galgotiasuniversity.edu.in
18	School of Design	Mr. Kislaya Verma	9717320777	dean.sod@galgotiasuniversity.edu.in
19	School of Finance & Commerce	Dr. Anurag Kumar	9990640982	Dean.sfc@galgotiasuniversity.edu.in
20	School of Hospitality	Dr.Shankar Kumar	8077863482	dean.soh@galgotiasuniveristy.edu.in
21	School of Law	Dr. Aditya Tomar	9411903012	dean.law@galgotiasuniversity.edu.in
22	School of Media & Communication Studies	Dr Neha Jindal	8054311869	dean.smcs@galgotiasuniversity.edu.in
23	School of Liberal Education	Dr. Ambika Prasad Pandey	8057296792	dean.sole@galgotiasuniversity.edu.in
24	School of Aviation, Logistic & Tourism Management	Mr. Vaibhav Goutham Suresh	8971589849	director.saltm@galgotiasuniversity.edu.in
25	School of Medical & Allied Sciences	Dr. Arockia Babu Marianesan	8708971734	dean.sma@galgotiasuniversity.edu.in
26	School of Nursing	Dr. Lekha Bisht	7042421598	dean.son@galgotiasuniversity.edu.in
27	School of Education	Dr. Satyendra Gupta	9899696608	dean.soe@galgotiasuniversity.edu.in
28	Galgotias Polytechnic	Dr. Mohit Gaharwal	9368627931	principal.polytechnic@galgotiasuniversity.edu.in
29	School of Artificial Intelligence	Dr Manish Raj	9026922298	manish.raj@galgotiasuniversity.edu.in
30	Controller of Examination	Dr. Rahul Anant Joshi	9834241171	coe@galgotiasuniversity.edu.in